

## DEVELOPING POLICIES POLICY

Procedure #	AD-050-P1	Revision #	02
Accessibility level	A	Effective date	Jan 20, 2021

### Developing and Reviewing Policies Procedure

1. A draft policy or procedure is initiated by a College, Deanship or administrative unit who appoints a person or a committee to develop the policy or procedure.
2. The appointed person or committee collaborates with the stakeholders and solicit expert opinion to develop a Consultation Draft and submit it to the initiating officer at College, Deanship or administrative unit.
3. The Draft of policy or procedure is circulated to experts in the field within or outside of the university seeking their input the university groups that will be affected by the policy.
4. The draft of policy or procedure is then revised accordingly and submitted to the Deanship of Quality and Academic Accreditation for review, revision and coding.
5. The revised policy or procedure is then submitted to the Chancellor for discussion and approval by University Council.
6. The policy is subject to the final approval of the BOT.
7. Upon approval, the policy or procedure shall be promptly disseminated to all stakeholders.

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